



# Solano School

## Student and Family Handbook 2022-2023

1526 W. Missouri Ave.  
Phoenix, Arizona 85015

Phone: (602) 707-2600

Fax: (602) 707-2640

Principal: (602) 707-2610

Attendance: (602) 707-2600

Health Tech: (602) 707-2615

**Office hours:** 7:00 a.m. – 4:00 p.m.

**School hours are as follows:**

Monday, Tuesday, Thursday, and Friday: 8:15 a.m. – 3:15 p.m.

Wednesday: 8:15 a.m. – 1:15 p.m.

**Website:** [www.osbornnet.org/solano](http://www.osbornnet.org/solano)

**Facebook:** [www.facebook.com/pages/Solano-Elementary/101805723192555](https://www.facebook.com/pages/Solano-Elementary/101805723192555)

## **Solano School Vision**

Solano students, with the united support of their families and our entire school community, will be goal-oriented, independent thinkers who are college and career bound.

## **Solano School Mission**

Solano staff and families, with the support of our community, will unite to prepare all Solano students to become responsible and caring citizens by inspiring a love of learning in an environment that supports and challenges every student to achieve academic excellence.

## **Osborn School District Vision**

Every child supported on their path to a thriving future.

## **Osborn School District Mission**

The Osborn Community advances the full potential of every child by developing emotional intelligence and academic excellence.

## **Osborn School District Core Values**

Integrity -- Joy -- Growth -- Relationships -- Equity.



## **Principal's Welcome**

***Welcome to Solano School, home of the Tigers!!***

*We are delighted that you have chosen Solano School for your child's educational journey. We are a group of dedicated educators committed to the success of every student. We desire to partner with our Solano families to ensure we are meeting the needs of all of our students.*

*This school year we are focusing on building a solid foundation for the success of all of our students. Our Solano staff will be collaborating with each other as well as our families to ensure our students are successful.*

*We invite you to become an active member of the Solano community by regularly communicating with your child's teacher, attending monthly meetings with the principal and encouraging your child to do his/her best every day.*

*This year should feel a little bit more like normal than the last couple of years due to the pandemic. However, we will still follow some COVID protocols as set forth by the Osborn School District governing board.*

*Again, we know you have many choices for your child's education and we are grateful that you chose Solano School for this very important task.*

*I look forward to meeting you all at some point in the school year.*

***Lisa Norwood, Principal***



**Solano School Staff  
2022-2023**

Lisa Norwood, Principal  
Saturn Ontiveros, Front Office Assistant  
Veronica Alvarado, Attendance Clerk  
Vanessa Aldrete, Health Technician  
Jennifer Houston, Cafeteria Manager  
Martha Serrato, Plant Manager

Kindergarten

Edna Pacheco (Dual)  
Emma Gully  
Alexandra Shillito

1<sup>st</sup> Grade

John Formanek  
Cynthia Deer (Dual)  
Brigid Murray

2<sup>nd</sup> Grade

Mirna Mange  
Rosalba Copelly (Dual)  
Stephanie Hasenstab

3<sup>rd</sup> Grade

Celeste Diaz  
Paulina Vial (Dual)  
Angella Thompson-Hunter

4<sup>th</sup> Grade

Kaithlyn Schrey  
Amelia Campbell

5<sup>th</sup> Grade

Jordan Weidner (Math)  
Cici Stearns-Synder (ELA)

6<sup>th</sup> Grade

Mia Tenijieth (Math)  
BJ Valentine (ELA)

Master Teachers

Joan Bucklew  
Cecilia Chevalier  
Amelia Hubbell  
Katarina Perez

Support Staff

Martha Corral, ELL Paraprofessional  
Kathy Komzelman, Psychologist  
Ben Nelson, Behavior Interventionist  
Veronica Nichols, Parent Coordinator

Special Education

Isabel Jordan  
Teola Linton  
Tiffany Collins  
Emily Pendell-Castro – Resource

---

Special Areas

Alice Patterson (Art)  
Meshack Sidani (Music)  
Michael Grant (PE)  
Roger Ward (SEL)  
Yanet Duran (Library)

Community Preschool

Marina Wright

Cafeteria

Jennifer Houston  
Ivonne Salgado  
Maria Sanchez

Maria Dagnino  
Beatrice Shaw  
Irma Teran

Instructional Assistants

Essence Mars  
Mary Jo Winters

Ethel Wood  
Ariana Scialdone

## **Attendance**

At Solano, we are committed to providing the best education to your child. We value every moment we have with your children and provide engaging, rigorous content for your child from the moment they begin the day until they leave in the afternoon. Because every moment of the school day is a valuable learning opportunity, please ensure that students are on time and present at school daily. Our academic day begins promptly at 8:15.

Students who arrive after 8:15am will need to check into the cafeteria for a late pass.

### **Procedures for Reporting Absences**

1. Call the school office at (602) 707-2600 as soon as possible to inform the school of the child's illness/absence.
2. When a child returns to school after being absent, a written excuse must be brought to the office.
3. When a child needs to leave early, please send a Class Dojo message to the teacher and/or call 602-707-2600. Every minute of the day is crucial to your child's learning. We recognize that appointments may be difficult to schedule. We ask that you use the early release after 1:15 p.m. on Wednesdays for appointments.
4. The school day ends at 3:15 p.m. We will not call the classroom for early release for a student after 3:00 p.m. (1:00 p.m. on early-release Wednesday). Frequent patterns of absences will result in a meeting with the teacher and administrator.

### **Attendance Legal Requirements**

Arizona Compulsory Attendance Law: Students must be in school until they reach the age of 16 or successfully complete the 10th grade (Ref. A.R.S. 15-802). They must be in school every day for the full day school is in session.

### **Arizona Truancy Statute School**

Attendance is not only a good habit; it is required by Arizona State Law. A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to ARS 15-802, 15-803 or 15-901. Excessive absenteeism or missing greater than 10% of school days whether excused or not is also truancy. Students from ages 6 to 16 shall attend school. Parent or person with custody of the student is responsible for ensuring that the student attends school.

Consequences of a Class 3 misdemeanor apply if a parent or person of custody does not send a child to school. A truancy is any absence from one or more class periods without the prior knowledge and consent of the parent/ guardian and is in violation of state law and district procedure.

## **Unexcused absences**

More than five (5) school day absences within a school year constitute habitual truancy. Habitual truancy, excused or unexcused, may lead to referral of the parent/ guardian to a truancy court. In order for a chronic illness status to override the excessive absence rule the parent/guardian must report the absences according to the regular attendance reporting procedures. This status allows teachers and the student to work out a manageable method for completing work. A student requesting chronic illness status will be considered only after nine (9) absences and complete medical documentation is received.

## **Behavior Expectations**

All students and staff have the right to come to school each day to a safe learning environment. At Solano, we expect all members of our learning community to demonstrate ***Tiger Pride - Be Kind, Be Respectful, Be Responsible, and Be Safe.***

These expectations are stated in positive terms and are explicitly taught, modeled, and discussed throughout the entire school year.

Our school-wide system of Positive Behavior Intervention and Support (PBIS) includes recognition of students who are meeting the expectations and consequences and opportunities for learning for those who are not.

## **Recognition of Students**

The following opportunities exist to recognize students who meet the school's expectations in all environments:

- Student of the Month - awarded monthly - Picnic with the Principal and certificate.
- Tiger Tickets - students recognized daily for demonstrating Tiger Pride around campus by any Solano employee. Prizes awarded in classroom and school wide
- Classroom rewards - determined by individual classroom teachers in their class behavior management system.

## **Consequences**

The following are potential consequences for not meeting school-wide expectations for behavior:

- Classroom consequences
- Community service (a logical consequence that would mirror the negative action)
- Time out of classroom with buddy teacher
- Behavior Plans and targeted support from Behavior Interventionist
- Suspension (see Serious Acts of Misconduct below).

## Serious Acts of Misconduct

Solano School enforces consequences for behaviors that threaten the safety or welfare of students, staff, or school property; or are disruptive to the school's academic, recreational, or school sponsored programs and activities. Consequences may include suspension, long-term suspension, or expulsion, the permanent removal from school by the Governing Board. Parents are notified for all situations regarding student misconduct. Upon registration, all families sign an agreement with the Osborn School District Policy on Serious Acts of Misconduct.

The following are among the list of acts considered Serious Acts of Misconduct:

- Dangerous Weapons (any object or article that can be used in a harmful or threatening manner; lighters, matches and toy weapons are included)
- Fighting and/or provoking fights
- Physical contact of a sexual nature
- Vandalism (destroying or defacing school or another's property, graffiti)
- Theft
- Intimidation/ harassment
- Profanity/inappropriate language
- Chronic disruption of class or others
- Insubordination to teachers and authority
- Disrespectful or defiant conduct
- Bullying (described below)

## Bullying and Harassment

**Bullying** is defined as repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful, with intent to harm. Bullying can be physical, verbal, or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/ or remarks; gestures, social exclusion or cyber bullying. Staff will investigate potential incidences of bullying and follow a reporting process if a suspected bullying case is reported.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual

orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

### Birthday Celebrations

We will announce your child's name on their birthday during the morning announcements. Your child will be able to get a birthday pencil from the office and dress down for the day.

Treats purchased at the store can be brought in to be shared during the last 15 minutes of class. Please make arrangements with your child's teacher in advance.

### Cell Phones

Cell phones are discouraged at school. Some parents may choose to send a child to school with a cell phone. If this is the case, your child must turn his/her phone into the teacher upon arrival at school with the ringer turned off. The teacher will store the phone until the end of the day and your child may retrieve it after school. Solano School does not take responsibility for cell phones lost or broken at school.

### Campus Security and Safety

**Entrance and Dismissal Procedures** For the safety of our students only enrolled students and staff will be allowed to enter and exit the designated gates when opened in the morning and afternoon. Parents/Guardians will drop off children at the designated drop-off locations following the school's procedures. Gates will be staffed by school staff members both in the morning and the afternoon. To ensure safety and supervision, students are not permitted to enter campus before 7:45 AM. Once on campus students will proceed directly to their classroom.

**After School** is dismissed students **MUST** leave campus unless they are enrolled in an after school program. Dismissal is at 3:15 PM Monday, Tuesday, Thursday and Friday. Early dismissal is 1:15 PM every Wednesday.

Please message the teacher on Class Dojo **AND** call the front office at 602-707-2600 if your child will be leaving school early. Students will not be released after 15 minutes of the regular dismissal times.

If you do not pick up your child within 15 minutes after dismissal, your child will be waiting in the cafeteria and will need to be signed out by an adult or person over 18yrs of age. **If your child is not picked up within ONE HOUR of dismissal time, the principal reserves the right to notify DCS and/or Phoenix Police Department for child abandonment.**

## Parking Lot Safety

### Morning Drop-Off

- Students may be dropped off curbside in the north parking lot between the hours of **7:45 - 8:15 a.m.** Any child arriving after 8:15 a.m. will be marked tardy, and will need to go to the cafeteria to be signed in by a parent and receive a late pass to class.
- Pull as far forward as you can and have your child exit curbside teachers on duty will help direct traffic

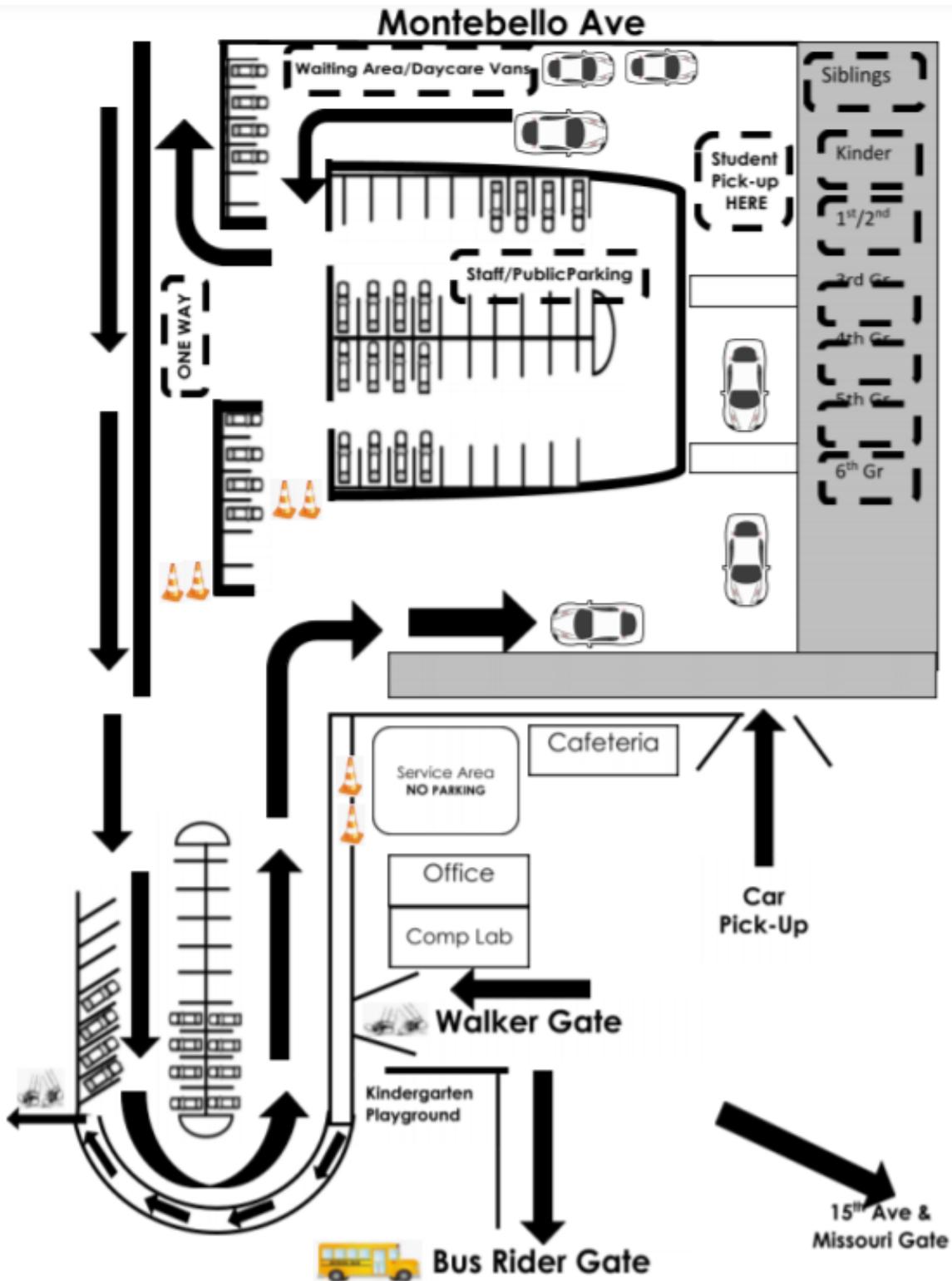
### Flow of Traffic during drop and pickup

- If you are picking up your child by car, please use the north lot off Montebello.
- If you are going to park your car and enter the school grounds, please pull into a designated parking space. **Do not leave your car unattended along the curb.**
- Honor all traffic signs and duty staff.
- The fire lane is marked THRU TRAFFIC. No parking or stopping for pick-up along the Thru Traffic lane at any time.
- Children will be walked by their teachers to the designated areas for their grade levels for pick-up.
- Your child(ren) will be released to you curbside for pick-up only in the designated areas outside of the pick-up gates.
- Please stay in your car and the Solano staff will load your children in your vehicle for you.
- Please stay in one lane as you enter the driveway off Montebello and follow the instructions of school staff.
- Proceed in line to exit onto Montebello.
- SPECIAL EDUCATION STUDENTS must be picked up face-face by an adult. Parents of these students can park in the designated spaces and walk to pick up their students from the teacher.
- **Parking in the PUBLIC LIBRARY LOT IS NOT ALLOWED.**

### Grace and Courtesy

- Address safety or courtesy concerns with school administration.
- For the safety of all the children at our school, maintain speeds below 5 mph in the parking lot.
- **No Parking along the entire length of the curbside.**
- We have children and adults with medical conditions that prohibit them from walking long distances. The marked Handicapped parking spaces are only to be used by cars showing Handicapped placards or license plates. All violators will be asked to move the first time.
- Please do not honk horns out of frustration or anger. Please model Tiger Pride for our students.

# Arrival and Dismissal Map



**Public Conduct on School Property** Pursuant to A.R.S. 13-2911 No person shall engage in conduct that may cause interference with or disruption of an educational institution . At any time this occurs, administration may order a person to leave the premises, and local law enforcement may be called if deemed necessary.

**Safeguarding the educational facility** and learning environment is important to maintain a safe campus for students, staff and visitors. . This includes adherence to ARS 13-2911 (interference with or disruption of an educational institution). Any parent/visitor who willfully disrupts, threatens the safety of staff or students, or otherwise interferes with campus operation will no longer be permitted on the campus.

**Bicycles/Skateboards/Scooters/Hoverboards** Students must walk their bicycles while on school property and secure them in the school's designated bike area. Skateboards, scooters and hoverboards are not to be transported on the bus or used on school property. The use of school property after hours for skateboarding, rollerblading, bicycling and any other unsanctioned activity is prohibited.

**Crisis/Emergency Preparedness** Campus safety is the responsibility of all. The Osborn School District has an emergency/ crisis plan to respond to unforeseen events. The purpose of these plans is to facilitate and organize student, staff and community responses during emergencies and/or evacuations. These plans include protocols in response to lockdowns, lockouts, evacuations and threat assessments.

The District Safety Committee meets regularly with local police and fire authorities and provides updates to school sites. In the event of an emergency Parents/guardians can expect communication via phone, text, email and Class Dojo. **It is important that contact information including phone numbers, email, specialized health conditions and authorization for emergency contacts are up to date so that emergency information can be received** Parents/guardians are asked to keep phone lines and parking lots clear and to trust that in the event of a crisis school officials will communicate as soon as safely possible.

**Emergency drills** are held monthly to teach students the safest, quickest, route to exit from school buildings. A fire evacuation plan is posted in each room. Students and staff should study the plan and become familiar with it. It is important for students to follow their teacher's instructions quickly and quietly whenever such an emergency situation exists. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Since safety in an evacuation is of utmost concern, no one will be allowed to run. Students are not permitted to talk during a fire drill and are to remain at least 150 feet away from the building. No one is to return to the building until instructed by administration.

**Mandatory Reporter** Pursuant to Arizona Revised Statute 13-3620 requires any school employee who reasonably believes a minor is or has been the victim of physical injury, abuse, child abuse a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means shall report the information to the Department of Child Safety and local law enforcement agencies. Individuals required to report suspected abuse are protected by state law from civil or criminal liability. Each school has an identified school coordinator to help process suspected cases. For more information, contact your school office.

**Student Interviews by Department of Child Safety** Specialists Interviews by Department of Child Safety specialists who are investigating abuse/neglect may be conducted at district schools. The parent/guardian of a student who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

### **Early Release Days**

Every Wednesday students are dismissed at 1:15pm.

During parent/teacher conferences, dismissal is also at 1:15pm.

Children must be picked up promptly on early release days. Failure to do so repeatedly will result in a meeting with school administration.

### **Electronics, Toys, and Personal Belongings**

Electronics, toys and other personal belongings are not to be brought to school. Many times students use their backpacks to bring items to school, as mentioned above, that do not belong at school. Solano School does not take responsibility for personal items at school that may be lost or damaged.

### **Family Involvement Opportunities**

We encourage all families to become involved in their child's learning and with the school community. Parents and guardians who wish to volunteer must complete the Osborn School District online training available on the district website. Please contact the parent coordinator for more information.

There are numerous ways to become involved at Solano School including, but not limited to, the following:

**Classroom Volunteer:** Teachers may be seeking assistance in their classrooms, from preparation of materials, listening to students read 1-on-1, or supervising a small group of children working cooperatively. Contact your child's teacher to see if volunteering to assist with the classroom might work for you.

**Field Trip Supervision:** Each class in the school will have opportunities for educational outings, where the teacher will need assistance with supervision of a small group of students, while they are managing the oversight of the entire trip. Parent supervisors are asked to not bring smaller children on field trips, as the chief responsibility needs to be on supervision of the students.

**Parent/Teacher Organization:** Our PTO plans fundraisers, community events, and activities that support the Solano community. This opportunity is open to all Solano families. Message the principal directly on Class Dojo if you are interested in being a part of PTO.

**Parent/Community Classes:** Our parent coordinator will schedule various classes throughout the school year to support parents and families. Some classes will be offered by community partners and others will be taught by the parent coordinator. Our parent center is open daily from 8am -3pm.

**School Site Council:** The Site Council consists of family members, teachers, classified staff, and community members who set the academic goals of the school, oversee and make decisions about the Title I (Federal funds) budget, discuss programmatic ideas or changes within the school. If you are interested in serving on the Site Council, contact the front office or message the principal directly on Class Dojo.

### Family/Teacher Communications

**Parents and Families** are important to student academic and social success. We welcome family input during the year. Parent teacher conferences are one way we can connect during the school year. School Newsletters go out once a month, weekly Class Dojo updates, Facebook, and teacher weekly folders and email are all ways that we can communicate about student progress, events and activities.

**Addressing Parent Concerns** is important so that we can ensure a solid working relationship. If you have a concern please bring it up to your child's teacher as soon as possible. In most cases, the issue or concern can be addressed and handled with the classroom teacher. If you still have concerns after speaking to the teacher first, complete a Parent Complaint Form located in the front office. Contact will be made within 48 hours of receiving the document. Keeping open lines of communication is essential to keep a positive working relationship in place.

**Parent's Right to Know Notice** is in accordance with the Elementary and Secondary Education Act (ESEA), you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or substitute status.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications. Please contact the school office if you would like to request this information.

### **Food Services**

**Breakfast in the Classroom** is offered at Solano School. All students receive a healthy, nutritious breakfast during the first few minutes of class while the teacher is taking attendance, collecting homework, and listening to announcements. At Solano breakfast will be served beginning at 7:45 am.

**Outside Food and Beverages** We support healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. Parents/guardians and teachers are encouraged to follow the USDA Nutritional Standards when planning classroom events.

According to the Maricopa County Department of Environmental Services, food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items must be individually wrapped to avoid bare hand contact with food. If they are not individually wrapped, such as cookies or cupcakes from a bakery, then an adult wearing disposable gloves must serve the food. If you are going to provide snacks for parties please obtain permission from the classroom teacher and plan to bring them at the end of the day to avoid interruptions to instruction. Water is allowed in the classroom.

**Candy, gum, energy drinks, soda and chips are not allowed.**

### **Health Office and Processes**

Symptoms of illness can appear suddenly; they progress rapidly in children, and infections spread easily in school settings. Many of our children are very susceptible to viruses. In an attempt to minimize the spread of illness, we are requesting that you keep your child home if he/she exhibits any of the following symptoms:

- Fever

- Vomiting
- Diarrhea
- Headache
- Severe coughing

If you are unsure as to whether or not your child's symptoms are indicative of an illness, we are requesting that you keep your child home for the day. Unusual behavior changes or sleep patterns may also be indicative of the onset of illness. If your child is sent home due to illness, or becomes sick at home, keep him/her home for at least 24 hours after ALL symptoms have subsided. A child sent back to school too soon will usually be more susceptible to other illnesses, and may put other students at risk.

### **Immunizations**

Arizona state law, (A.R.S. 15-873) governs immunization requirements. To attend school, student immunizations must be current; that is to say no further immunizations are required at the time of entry. Documented proof of immunizations must be provided to the school. The following immunizations are required:

- DTaP/DPT/DT/TD
- Polio
- MMR (measles, mumps and rubella)
- Varicella (or history of having the disease)
- Hepatitis B Tdap (11 years or older in grades 6, 7, and 8)
- Meningococcal (11 years or older in grades 6, 7, and 8)
- Hepatitis A (students under 5 years of age)
- HIB (students under 5 years of age)

A student is considered to be in compliance if he or she has met the criteria of the immunization schedule as recommended by the Arizona Department of Health Services or is actively in the process of meeting criteria as evidenced by having one (1) dose of each of the immunizations and having established a schedule to complete the requirements. If the schedule is not adhered to, a student may be suspended. A Request for Exemption to Immunization may be signed by the physician, parent or guardian for medical or personal beliefs. Homeless/highly mobile students will be referred to the homeless liaison if assistance is needed to meet the immunization requirements.

### **Health Center**

The school health technician is available during school hours to assess and treat or refer illnesses and injuries that occur during the school day. If there is a change in persons to notify of illness and/or injury, during the school year, please inform us immediately. Your answers to the items on the medical referral sheet will be of great help in cases of illness, accident or other emergencies. Feel free to send any special information which may be of value in assessing the medical needs of your child.

## **Medication Procedures**

Medication shall be administered only at the written request of the child's physician. Forms for the doctor to complete are available in the Health Center. Prescription medication must be in the original prescription bottle with a current date and label as prepared by a licensed U.S. pharmacy. Over-the-Counter medications may only be administered to a student who has a current permission form on file. Medications must be brought to the Health Center by the parent or guardian. Medication must be kept in the Health Center. District policy prohibits students from carrying medications of any kind on their person unless the student's doctor has signed a release and the release is on file in the Health Center. Those students with a doctor's release permitting them to carry their medication will also be given a special pass to carry signed by the Health Center. All medications must be picked up at the Health Center by a parent or guardian.

Students will be assigned a specific time to report to the Health Center for their medications. Those taking medication on an ongoing basis will have permission for their teacher to go to the Health Center at a specified time. Students who use inhalers will have permission for their teacher to go to the Health Center when they need to. They do need to let their teacher know they are leaving class to go to the Health Center.

The school health technician determines when to contact the parent of a student who needs to go home. Students who are ill may be picked up by the parent, guardian, or designee approved by the parent after a parent or guardian has been contacted who has been identified on the release form signed by the parent.

## **Emergency First Aid/Illness**

The health technician, teacher, or a member of the staff may give first aid. If the student is seriously injured and needs medical attention, every attempt will be made to contact the parent or guardian. If the parent cannot be reached, the school will exercise its legal option to act in the place of the parent and secure emergency treatment. When a student becomes ill at school, he or she should report to the health office. If it is determined that the student needs to go home, the parent will be contacted. Students may not leave campus without an adult.

## **Vision and Hearing Screening**

Screenings are completed in accordance with the Department of Health Services guidelines. The goal is to remove health-related barriers to learning. Parents are informed of the results if follow-up care is recommended. School-based screenings are not intended to replace routine wellness examinations by your primary health care provider. If you do not want your child to participate in screenings, please notify the school health office in writing.

## **Homework**

Completing homework assignments given by the classroom teacher continues the learning of school to the home environment. It builds a sense of responsibility in our students for transporting assignments to the home and back to school. It also gives the parent an

opportunity to actively participate in their child's learning through practice of concepts learned in school that day. Homework assignments are meant to be extensions of classroom learning and therefore are intended to be:

- Meaningful—homework is a direct connection to the work of the school day
- Independent—homework is practice of concepts already learned that the child is expected to do independently
- Completed and returned on time.

All students are expected to read or be read to for a minimum of 20 minutes in Kindergarten through second grade and increase to 30 minutes for students in third through sixth grade.

### **Student Enrollment and Records**

**Admission of Students** The parent, guardian, or surrogate of each new enrollee in the District, except homeless pupils as defined in A.R.S. 15-824, will be asked to produce the following:

Current immunization record

Birth certificate

Proof of residency

Withdrawal slip & last report card from last school attended (if applicable)

Emergency medical referral sheet

Any court document(s), if applicable.

**Community Preschool** - Age 4 by September 1.

**Kindergarten:** A child shall be eligible for admission to kindergarten if he/she will be five (5) years of age before September 1st of the current school year (A.R.S. 15-821B) Plus all requirements of new students listed above.

**Child Custody** In most cases, when parents are divorced, both mother and father continue to have equal rights to their children. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please furnish a current copy to the office. EQUAL RIGHTS MUST BE PROVIDED to both parents unless a court-ordered stating otherwise is on file in the school office. Duplication of other school services is not required under the law.

**Open Enrollment** In order to be considered, the application must be received by March 31 of the preceding school year, each year that the student is requesting enrollment. Please keep in mind determination of open enrollment may be predicated on attendance and behavior.

**Withdrawing from School** When families anticipate moving out of the district, it is very helpful to us if parents notify the school office at least *one week* prior to leaving. Your early notification

allows the school office the necessary time to ensure that all classroom and library books have been returned, band instruments have been returned and withdrawal forms are ready to carry to the new school. The office must have at least a 24 hour notice to process withdrawals.

**Change of Phone Number and address** If your phone number or address changes, it is imperative that you notify the school immediately so that the school has current information in order to communicate with you in case of an emergency.

### **Special Education Services**

Solano Elementary School provides Special Education in accordance with all federal and state regulations and guidelines. While it is our belief that most special education needs can be met by the inclusion of the student in the regular classroom, students will be provided instruction as indicated in the student's Individual Education Plan (IEP).

Once enrolled, review of the student's existing IEP will be conducted within 10 school days. All services will be provided in accordance with the Individuals with Disabilities Education Act (IDEA). When the student's teacher and/or parent suspect a disability, the prereferral process will be initiated. If the pre-referral process leads to the need for evaluation, or review of existing data, a meeting will be held and parent/guardian permission will be obtained in writing before an evaluation takes place.

After a student has been evaluated, a multidisciplinary evaluation team (MET) meeting will be conducted to determine the student's eligibility for special education services. Team members include classroom teacher, school psychologist, special education, an administrative representative, parents and any involved related service providers. Based upon the results of this meeting and evaluation, an IEP meeting may be scheduled and an IEP may be developed by the team, which includes the parents and student. Our primary goal of services is to fully include students with special needs.

**45 Day Screenings** are mandated by Arizona Administrative Code (A.A.C.) R7-2-401 (C) and (D), Solano Elementary School has a process to ensure that any academic and/or developmental concerns of its students are not overlooked, and to determine this within the first 45 days of each child's attendance at a new school. To comply with this mandate, your child's classroom teacher will screen your child on aspects of your child's development such as language, cognition, perception and motor skills. Screening is a process of rating skill strengths and weaknesses. Should you have any questions with regard to the screening process, please feel free to contact your child's teacher or school office.

**Section 504** complies with the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity at Solano Elementary School. The law also requires that facilities be readily accessible for use by individuals with disabilities. Questions concerning the law may be addressed with the school principal.

## Parents' Bill of Rights

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

The right to direct the education of the minor child.

The rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.

The right to direct the upbringing of the minor child.

The right to direct the moral or religious training of the minor child.

The right to make healthcare decisions for the minor child, including rights pursuant to sections 15-873, 36-2272 and 36- 2272, unless otherwise prohibited by law.

The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.

The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.

The right to consent in writing before any record of the minor child's blood deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.

The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following:

Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.

A purpose related to a legitimate academic or extracurricular activity.

A purpose related to regular classroom instruction.

Security or surveillance of buildings or grounds.

A photo identification card.

The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent,

unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school district, and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.

The right to obtain information about a child protective services investigation involving the parent pursuant to section 8- 807. This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state.

This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law. (A.R.S. §1-602)

Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for the law enforcement personnel.

Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied. (A.R.S. §1-602)

For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child. (A.R.S. §1-602)

Where the term "section" appears it is to be understood as the identified section of the Arizona Revised Statutes (A.R.S.).

## Uniform Policy



The goal of the Solano dress code, as originally established through parent surveys, is to enhance a school climate that is focused on positive school attitudes and high academic achievement. Solano School believes the required uniform dress code is in the best interest of

the students and will help students stay focused on learning, insure school unity and pride, simplify daily dressing, reduce competitive dressing, and be more economical for parents. It is the parent's responsibility to ensure compliance with the dress code.

All students attending Solano School are required to dress in the proper uniform attire.

- |                          |   |
|--------------------------|---|
| SHIRTS                   | Red polo shirts.<br>No logos are allowed<br>All tops must have a collar and long or short sleeves.<br>Turtlenecks may be worn in the winter.  |
| SWEATSHIRTS/<br>SWEATERS | Sweatshirts and sweaters worn in the classroom are to be plain red, Navy blue, white, or gray (no words, logos or designs).<br>Students may purchase a blue Tiger t-shirt and sweatshirt from Student Council.<br>Friday is School Spirit Day and Tiger t-shirts may be worn on Fridays only in lieu of red uniform shirts. |
| BOTTOMS                  | Navy blue pants, shorts, skirts, dresses or jumpers.<br>No jeans.<br>Pants and shorts must fit appropriately at the waist.<br>Shorts, jumpers and skirts may not be more than 3 inches above the knee.<br>Girls must wear shorts or leggings under skirts, dresses or jumpers.  |
| SHOES                    | Sandals, high-heels, slides, and flip flops are NOT allowed<br>Tennis shoes are preferred.  |

Students are allowed FREE dress on the Spring picture day. Students are also allowed FREE dress on their birthdays.

**PARENT AND STUDENT ACKNOWLEDGEMENT**

The 2022-2023 Solano School Student/Parent Handbook contains policies with regard to attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing, information, and more.

I, the parent of (student name)\_\_\_\_\_ hereby confirm that I have access to or have received a copy of the 2022-2023 Solano School Student/Parent Handbook, and further understand the responsibilities expected of 2022-2023 Solano School Student/Parent Handbook parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2022-2023 Solano School Student/Parent Handbook.

Student Printed Name:\_\_\_\_\_

Parent Printed Name:\_\_\_\_\_

Parent Signature:\_\_\_\_\_ Date:\_\_\_\_\_